

# CITY OF MILWAUKIE

## **CLASSIFICATION: CODE COMPLIANCE COORDINATOR**

Department: Police

FLSA Status: Nonexempt

Pay Grade: 60

Union Representation: AFSCME

### **CLASSIFICATION SUMMARY:**

ordinances, codes, rules and regulations. This includes, but is not limited to codes regarding signage, nuisances, hazardous sidewalk conditions, housing conditions, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, or other issues related to the Municipal code. In addition, this position works with citizens to educate, encourage and assist property owners to comply with City codes and regulations. This position also participates in collaborative problem solving with other City staff in areas relating to code enforcement. This position coordinates and facilitates cross-departmental, multi-violation case resolution. The Code Compliance Coordinator facilitates ongoing training pertaining to compliance procedures and policies. Researches code issues and drafts City Code. The Code Compliance Coordinator also works with neighborhood leadership and other agencies to support neighborhood preservation efforts. Testifies in court presenting all aspects of code violation cases as necessary. This position is distinguished from the Code Compliance Specialist by the complexity of cases and preparation of City Code language and has lead responsibility for the Code Compliance Specialist and the Parking Enforcement Officer. Reports to the Police Captain.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

1. Works with and provides lead direction to assigned Code Enforcement personnel. Provides training in work and safety procedures. Assures that work is performed according to established safety practices and procedures.
2. Coordinates the City's response or directly responds to complaints of alleged code violations including but not limited to signage, nuisances, hazardous sidewalk conditions, housing conditions, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, or other issues related to the Municipal Code.
3. Conducts field investigations of potential violations, gathers evidence; questions complainants, witnesses and property owners or occupants; compares facts to code requirements; makes findings; issues warnings, corrections notices, or citations; and follow-up with complainants as to the status of the case.
4. Meets with owners, tenants, businesses, neighborhood groups, etc. to review and explain code requirements and violations or potential violations, secures code compliance; seeks voluntary compliance; provides assistance with compliance through the community services program.
5. Writes and distributes a variety of correspondence, memoranda, notices, flyers, brochures and reports relating to code enforcement issues actions and the status of cases.
6. Assists with code-related dispute resolution between parties (neighbors, complainants, violators, city staff or other agency representatives) or refers unresolved disputes to other mediation service

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- providers.
7. Provides information to persons who request information or assistance with matters relating to code enforcement.
  8. Maintains documentation related to inspection, enforcement and compliance activities.
  9. Researches, writes and gains Council approval of amendments and additions to codes or regulations that relate to the position.
  10. Coordinates, facilitates, and as assigned, leads team efforts with the police, planning, building, public works, other related departments, the prosecuting attorney, and other staff or agencies as needed.
  11. Reviews and contributes to evidentiary and legal issues related to cases being prepared for trial: consults with prosecutor; prepares case report for court action; assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court, as required; and testifies in court.
  12. Prepares reports related to activities and investigations.
  13. Maintains positive public relations with customers and is responsive to customers needs.
  14. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
  15. Performs other duties as required.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Codes and related statutes, due process, standards and regulations relating to various land use, nuisance and public safety codes.
- Code enforcement principles, practices and methods as applicable to a municipal setting.
- Inspection techniques.

#### **Skills and Abilities to:**

- Use accepted practices of facilitation, conflict resolution, and mediation.
- Explain complex codes and regulations to the public, professionals, and other agencies.
- Analyze complex situations, problems and data and use accepted problem-solving techniques in drawing conclusions and making decisions.
- Comprehend and articulate complex facts and relationships in detail and to summarize in writing clearly, legibly and concisely.
- Utilize a variety of tools and equipment related to code compliance investigation including digital cameras, scale sticks, noise meters, cell phones, pagers, computers, and office equipment.
- Analyze and interpret code compliance issues and determine effective course of action.
- Provide objective, concise, and professional court testimony.
- Prepare reports, graphs, charts, photographs as evidence or exhibits.
- Communicate effectively.
- Establish and maintain effective working relationships.
- Work as a team member.
- Perform the essential functions of the job.

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### **Required Education, Training and Experience**

*(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)*

- Associate degree.
- Three years working in a position related to inspection, code compliance, building inspection, land use, public administration, law enforcement or related field.

### **Licensing/Special Requirements:**

- Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License.
- Must be able to pass the department's security clearance standards, including driving record.

### **SUPPLEMENTAL INFORMATION:**

#### **Tools and Equipment Used:**

- Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, noise meter, scale stick, and digital camera, mobile or portable radio and telephone; and motor vehicle.

#### **Supervision:**

- This is not a supervisory position. However, does provide work direction to the Code Compliance Specialist and the Parking Enforcement Officer as a lead worker.
- Work is performed under the general direction of the Police Captain.

#### **Working Conditions:**

*(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)*

- Work is often performed in field settings. Frequent exposure to inclement weather, and some traffic hazards.
- Occasionally required to crawl into or access small hard to reach locations.
- May occasionally lift and/or move up to 50 pounds.
- Often enters private property (with permission) and may have contact with people's pets or other animals.
- Drives daily.
- Includes some evening and weekend work.

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*The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

### **Classification History:**

Adopted: 07/01/96

Revised: 03/01/97, 11/01/98, 03/20/01; 07/20/02, 11/30/04, 10/26/12; 2/4/16; 11/5/2021 (format)